



Hometown Holidays
2016 Political Booth Registration Form
Please print or type all information clearly.

Organization Name: _____ **Contact Name:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Date, Time and Location: Saturday, May 28 and Sunday, May 29 from 2 – 8 p.m. in Rockville Town Center.

Booth Fee: The booth fee is \$350 and includes one 10x10 tent, one table and two chairs. **NO electricity is provided.** Please send a check made payable to the City of Rockville along with your registration form.

Application Deadline: A completed registration form and check made payable to the City of Rockville must be received by ***Sunday, May 15, 2016.*** Applications can be sent to: Events Specialist, City of Rockville, 111 Maryland Ave., Rockville, MD 20850.

Contact Information: If you have any questions please contact:
Colleen McQuitty, Events Manager • Cmcquitty@rockvillemd.gov • 240-314-8620 (P) • 240-314-8659 (F)

I hereby apply to participate as a Political Booth Partner at the City of Rockville's 2016 Hometown Holidays. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damages to persons or property that may result from my fault of negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show and Policies/Eligibility. I further agree to any regulations or requirements that have been or may be imposed by the City of Rockville.

Signed and Accepted _____ Date _____



Hometown Holidays

2016 Political Booth – Conditions of the Event

Deadline - All registration materials must be postmarked by Sunday, May 15, 2016. However, we would prefer to receive registrations by Friday, April 29, 2016 if possible.

On-site Participation – The Political Booth area is open from 2 – 8 p.m. on Saturday and Sunday. Organizations must have a representative occupying the booth at all times. Failure to comply will result in the organization not being invited back.

Booth Space/Equipment - Booth space/location are assigned based on availability and at the discretion of festival organizers. The use of this booth space is restricted to the applicant of whom it is assigned. A 10'x 10' tented space, a 6' table and two (2) chairs will be provided. Each applicant is responsible for set-up and arrangement of own space. Groups are expected to provide booth signage, organization literature, staff and any other needed equipment/supplies. All displays must be easily removable, and tape should not be used to hang signage. **There will be no electricity onsite.**

Handouts – Political groups may hand out literature at Hometown Holidays. However, beverages including water may not be distributed or sold from your booth space. Additionally, only small food items like candy may be handed out at your booth. Please note that you must stay by your booth, and may not wander the festival handing out materials or goods.

Removing Items - Each organization is responsible for removing all items from their booth on Saturday and Sunday by 8 p.m. Overnight security is not provided by the City and anything left in your booth overnight is at the vendor's risk. All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean.

Logistics – Prior to the event, you will receive arrival and parking information for the weekend. Please note during load-out you will not be able to drive your vehicle onsite, and all items will need to be carried off site.

Contact

Colleen McQuitty, Events Manager

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KEEP THIS FOR YOUR RECORDS